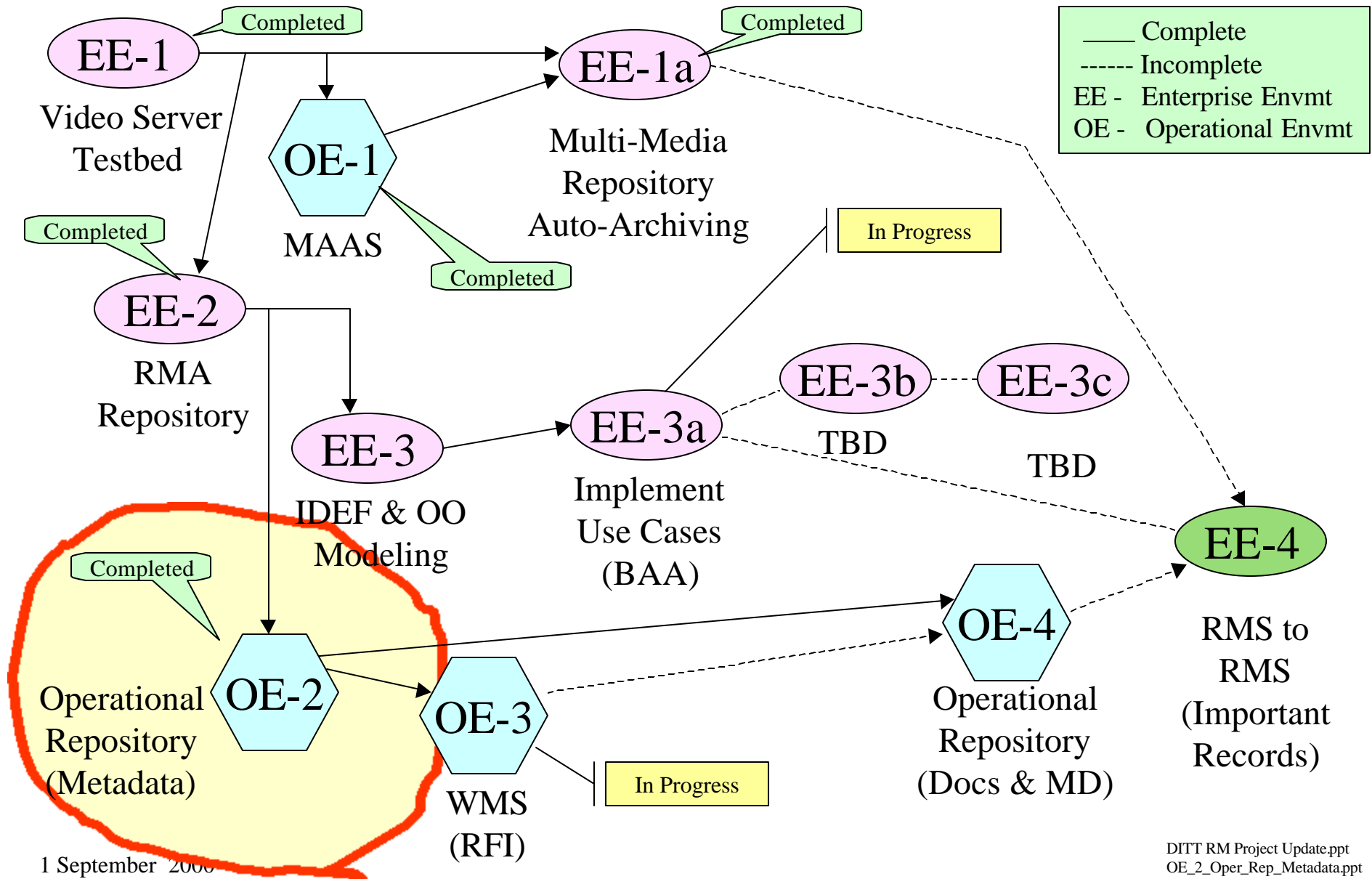




# DITT Prototyping Efforts OE-2, Operational Repository Metadata and Metadata Findings

Prepared by  
DITT Core Team  
Center for Army Lessons Learned

# DITT Project - Metadata, OE- 2



## DITT RIM Projects - Metadata, OE-2

- Standardized Metadata for Operational Environment RMA Repository, OE-2 Project and Prototype
  - develop realistic metadata requirements
  - determine best practice for collecting and populating metadata elements from the desktop
  - recommend implementation strategies for desktop implementation ensuring little or no extra burden on creators

# DITT RIM Projects - Metadata

- Operational Environment RMA Repository, OE-2 Project and Prototype
  - implement an RMA as an organization repository for working and final documents
  - develop realistic metadata requirements, automating as much as possible
    - 6 mandatory, 5 optional
  - implement the records management requirements with little or no burden to desktop users
    - users chose a “document type” not a record series or file number
  - on-line web-enabled repository available from CALL Intranet
    - organizational repository supporting organizations mission
    - corporate knowledge, centralized, searchable and retrievable to authorized organizational users

# OE-2 DITT Operational Environment Core Metadata Implementation

- Six Mandatory (Core)
  - Document Security Classification\*
  - Supplemental Marking(s) ^
  - Title/Subject\*\*
  - Document Creation Date\*
  - Originating Organization\*
  - Document Type^
- Five Optional
  - Addressee(s)\*\*
  - Author or Originator\*
  - Abstract
  - Keywords
  - File Code (original)

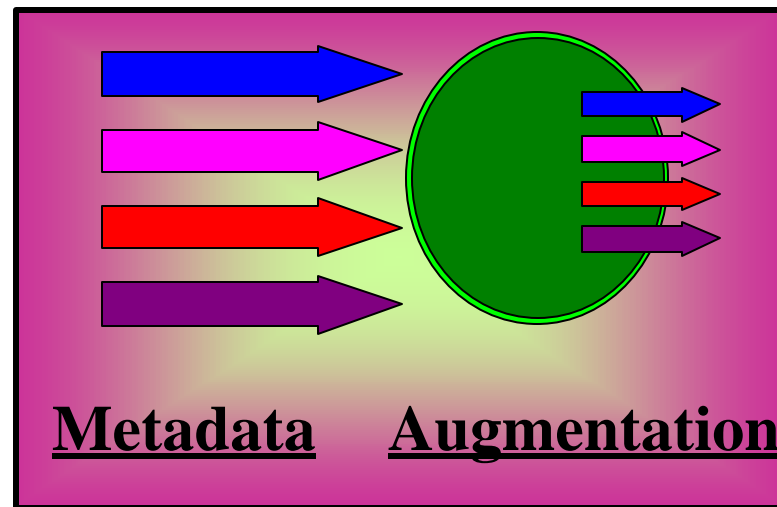
\* automatically captured/populated from the desktop  
\*\* automatically captured in E-mail implementation  
^ pick list will be provided with controlled vocabulary

Want more details?


# Metadata Findings

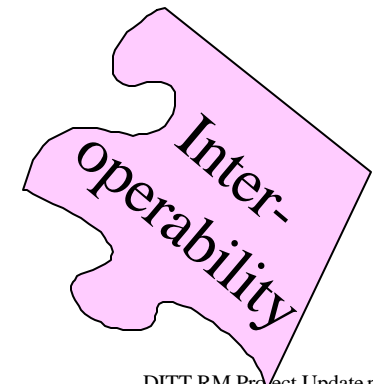
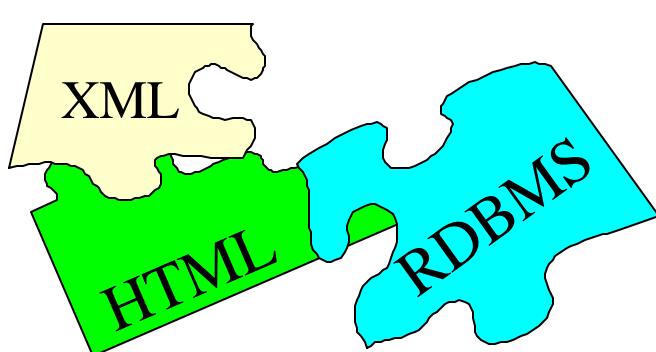
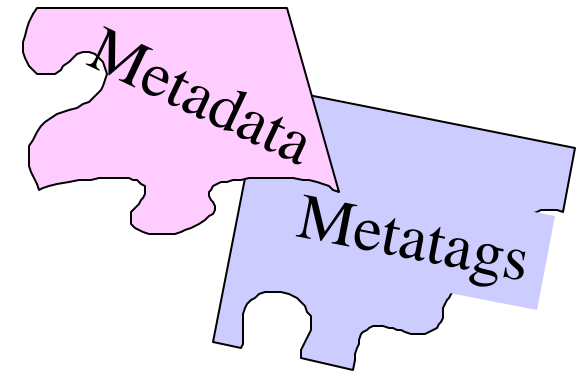
## Defense Information Technology Testbed

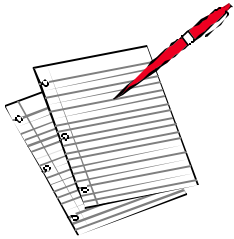
Center for Army Lessons Learned



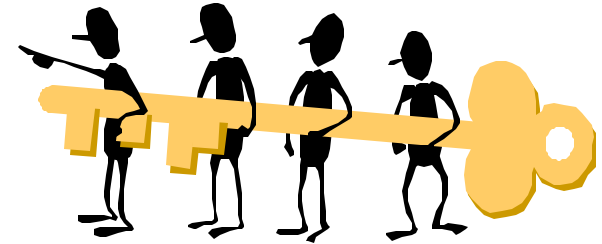
# Let's Talk Metadata

- Standardized Metadata Elements
  - DoD STD 5015.2 
  - <http://jitc.fhu.disa.mil/recmgt/#stdrev>
  - Search/Retrieval (Hierarchy, value added)
  - Domain Specific/Agency Unique
- Multi-component records
  - numerous documents with respective MD





# Metadata Finding #1



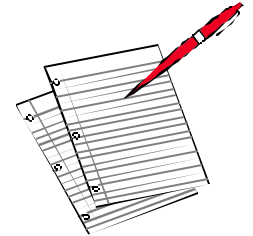
- Metadata is the “Key” to successful records management, quality search and retrieval
- Standardize metadata “field content” and characteristics
- Allow for “user defined” metadata elements
- Link metadata to actual document/record.
- Automate front-end capture/collection as much as possible

Provide numerous ways for users to search and retrieve semi-structured information (multi-media documents with their respective metadata).



## Finding #2 -- Develop for Success

- Look for automated tools that will assist creator
  - “What’s in it for me”
    - workflow
    - search/retrieval locally
    - data integrity
    - available long-term
- Determine your best opportunity to capture or collect entire record
  - metadata, native format and distribution format
- Identify record sets that are “doable” and have a quick return on investment



# Lessons Learned

- Understand where each document component is generated, by what technology, who utilizes it, *and* for what purpose. (functional requirements evaluation)
- Determine how each document component can be captured or collected -- easily.
- Ensure a minimum of one unique metadata element per component is created/generated.
- Link or concatenate it to the others -- Parent/Child (Hierarchical) relationship.

*Ensures information integrity, migration, searchability, management and establishes provenance and contextualization.*

# Conceptual Metadata Implementation

## *Enterprise Environment*

- Six Mandatory from Operational Environment *plus*
- Ten Mandatory
  - Hierarchical Structure: Fileroom, Cabinet, Drawer, Folder
  - Unique Record Identifier (primary) \*
  - Document Version ID \*
  - Document Name Label \*
  - Media Type
  - File Code (current)
  - Acquired From
- Four Optional
  - Record Format
  - Location of Record
  - Historically Significant
  - Vital Record Code

### \*System Generated (3)

Capture metadata with document from operational environment for long-term repository. Additional metadata above is value-added for management & searchability.

# Conceptual Metadata Implementation

## *Knowledge-Based Environment*

- Six Mandatory from Office Environment for the mission record *plus*
- *If metadata is present*, utilize automated tools to capture and incorporate as a component of the individual document, I.e., append or attach
- *If metadata is missing* from each additional document utilized, add the six mandatory metadata elements respectively *OR*
- Provide contextualization metadata, i.e., abstract, bibliography, etc.